

~~ADMINISTRATIVE INTERNAL USE ONLY~~

# Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Administrative Staff, OL

FROM : Chief, Records & Services Branch, AS

SUBJECT: Monthly Activity Report

DATE: 4 February 1963

## GENERAL



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### 2. Personnel

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██████████ transferred to the Procurement Division on 31 January 1963. ██████████ replaced ██████████ on the Mail Control Desk of the Registry.

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██████████ entered on duty in the Records & Services Branch on 14 January 1963. He is a qualified communicator and will operate the equipment in the Signal Center. In addition he will train certain cleared personnel of the Registry in the operation of the various commo equipment contained in the ██████████ Signal Center.

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### 3. Vital Records Schedule

The Vital Records Schedule for the Office of Logistics was revised in order to provide for complete coverage. The activation of the Logistics Services Division realigned certain responsibilities and the Vital Records Schedule was adjusted accordingly. In addition, the format was changed to comply with Agency requirements.



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